

EWP FUNDAMENTALS:

COURSE 2:

Target Audience:

This course is designed to train all DOE field office staff and DOE contractor personnel who participate in or are involved with the work planning process at their facility (personal, line managers, planners, safety and health professionals, workers, etc.). This course is the hands on version of Course 1. Most of the video clips developed for Course 1 will be used in this course.

It is anticipated that most, if not all, of the individuals attending the program will have work planning experience, and have an understanding of the work planning process used at their site.

Time Limitation : 1 hour (may be longer based on depth of site specific discussions)

Class Size: Up to 15 employees

Course Objectives :

1. Describe EWP in terms of purpose and it's relationship to other DOE initiatives.
2. Discuss traditional approaches to DOE work control and discuss the benefits of enhancements.
3. Discuss the key elements EWP.
4. Discuss worker involvement in the implementation of EWP
5. Discuss successful applications of EWP at various DOE sites.
6. Identify resources available to more effectively implement and institutionalize EWP.
7. Discuss the roles and responsibilities of the workforce (ES&H personnel, support organizations, crafts) and management within EWP.
8. Given a work request, discuss the application of EWP principles and steps in the planning and implementation of the work.
9. Discuss performance measures as they apply to EWP.

Course Outline:

- I. Introduction to engage the work (why do I need to listen)
 - II. What is EWP? What is driving it?
 - A. Purpose - EWP is a grassroots initiative to (Use text from "Elements of EWP" document)
 - B. Relationship to other DOE safety programs
 - Integrated Safety Management System (95-2)
(the video needs to graphically explain the "onion" of ISMS. Draw layer one (institution level) and quickly explain, draw layer 2 (facility level) and quickly explain. draw layer 3 (task level) and explain that ISMS looks at the integration between levels. State that EWP looks at the process of work control at the task level. The goal being to improve the process.
- At this point show graphic 2 - which illustrates the purpose of EWP and how it will disappear over time.

****Objective 8 Stop the video and using an actual facility work request, discuss the application of EWP principles and steps in the planning and implementation of work.**

- III. Traditional Approaches to DOE work control
 - A. Linear approach - (view graph on linear approach)
 - B. Expected benefits for revising or enhancing existing process.

****Objective 9 Insert short paragraph provided from Mike Hillman discussing performance indicators.**

- IV. Key Elements of EWP
 - (Use senior management from various sites to briefly discuss each element)
 - (mention that elements support VPP, and are derived from industry excellence)
 - A. Graded Approach
 - B. Diverse Teams

- C. Effective Communication
- D. Line Management Ownership
- E. Worker Involvement (just mention - covered more fully below)
- V. Worker Involvement in Implementing EWP
 - A. Worker Involvement on Core Team
 - B. Worker Involvement on Work Team

****Objective 7 - workforce** ***Stop the video and discuss the roles and responsibilities of the (ES&H personnel, support organizations, crafts) and management within EWP at your facility.***

Be prepared to supply the following site-specific information:

- 1. Examples of each***
- 2. Definition of use of CORE Teams***
- 3. Job requirements***

Ensure to emphasize active and unguarded participation!

- VI. Success Stories
 - A. Successful results of a core team (worker from team tells story of process improvements, new tools, etc.)
 - B. Successful results of a work team (worker tells story of graded approach, teaming to plan complex work, etc.)
- VI. Available Resources for Successful Implementation
 - A. Importance of Sharing
 - B. HQ and field office support
 - C. Other site products and support

Course Delivery:

This course will be turned over to each DOE site after site representatives attend a Train-the-Trainer presentation. After this initial delivery, each site will be given training packages for local delivery. It is expected that management will provide training to

their subordinates.

Final Deliverable:

20 master training packages. Training package to consist of a binder that includes: binder cover, instructions, video tape, lesson outline, overheads, and paper copies of overheads and handouts. Directions will be simple and well organized to facilitate EWP team leader, supervisor, and foreman delivery of course. Course materials will be structured and arranged to facilitate the easy integration of site-specific materials.

Instructional Methods/Notes:

Video will include clips of senior DOE-HQ, DOE-Field Office, and DOE Contractor officials from all sites. If possible the Secretary of Energy should be the first on the tape showing support and commitment to EWP. The other voices should be used to teach portions of each objective.

The video will be broken with "stop and discuss" sections (refer to notes under Course 1).